United Kingdom Jobs Expertini®

Resident Liaison Officer

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Company: Niyaa People

Location: Birmingham

Category: other-general

The chance to work for a well-established property service company in Birmingham has become available for a Resident Liaison Officer on a permanent basis working 40 hours per week. This role is offering great career opportunities and a long list of company benefits!

Customer Liaison Officer

Mon-Fri/ 40hrs per week

Birmngham area (roles available in Dudley, Birmingham centre and Tamwroth)

£27-29k per annum

Permanent

As a Customer Liaison Officer, your duties will be:

To provide consultation and support to residents prior to, during and after works to their homes, ensuring high levels of customer satisfaction

Managing the customer/resident journey whilst following the client and company engagement procedures

local community and the Customer Care Department

To develop effective working relationships with residents, clients, subcontractors, sitebased personnel, local stakeholders, the local community and the Customer Care Department Carry out choice events, consultation events and individual consultation with residents regarding future work.

Carry out individual resident inductions to include -introduction to process, scope of works, property and personal belongings condition surveys inclusive of photographs for evidence

Complete resident profiling and work with the site management team to implement effective working practices and discuss with the Client's customer care team where appropriate

Agree access arrangements with the resident and book appointments to enable the work to their home

Organise and provide support needs: packing boxes, dust sheets, storage and other facilities as required and agreed.

As the successful Customer Liaison Officer, you will have the following:

Housing/ Neighbourhood, Customer Liaison/ Resident Liaison experience

Experience in the construction industry (preferred)

Great customer service experience

Have clean UK Drivers License

Previous property maintenance or construction experience would be beneficial

The successful Customer Liaison Officer will receive:

Car or car allowance

24 days annual leave (+ public holidays)

Life Cover equivalent to 1 times annual salary

Employee discount shopping schemes on major brands and retailers

Gym membership discounts

Cycle to work scheme

Holiday purchase scheme

2 corporate social responsibility days per year

Broad range of learning opportunities, such as professional qualifications, collective/individual training, and personalized support programmes

Attractive Employee Referral Rewards Scheme

Access to our growing employee networks

24/7 Employee Assistance Program and access to mental wellbeing app

If you think you would be a suitable fit, please apply directly or contact 0121 790 0980 for more details.

Apply Now

Cross References and Citations:

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